

SAMPLE FINANCIAL STATEMENTS

**PLEASE USE THE FOLLOWING
SAMPLES AS A REFERENCE WHEN
COMPLETING EACH QUARTERLY FISCAL REPORT**

*(See "LSTA 8 Instructions," in reporting
packet, for details on how to complete each report)*

SAMPLE 1**California State Library****LIBRARY SERVICES AND TECHNOLOGY ACT**

LSTA Grant Award I.D.: _____

Date: _____

Fiscal Year: _____

Project Title: _____

Grantee: _____

Telephone: _____

Fiscal Agent: _____

Prepared by (Signature): _____

QUARTER:1st - - Jul, Aug, Sep ✓

2nd - - Oct, Nov, Dec _____

3rd - - Jan, Feb, Mar _____

4th - - Apr, May, Jun _____

Liquidation _____

Send THREE COPIES of this report (one with an original signature) to:

California State Library
Budget office - LSTA
P.O. Box 942837
Sacramento, CA 94237-0001

Approved Budget	QUARTERS				Total Expended/Encumbered
(1)	1 st (2)	2 nd (3)	3 rd (4)	4 th (5)	(6)
a. 47,000	9,825				9,825
b. 2,550	180				180
c. 13,000	2,190				2,190
d. -0-	-0-				-0-
e. 6,950	1,737				1,737
f. 69,500	13,932				13,932
	a. Salaries and benefits	d. Equipment			
	b. Materials	e. Indirect Costs			
	c. Operating expenses	f. TOTAL			

Outstanding Encumbrances Close of 4th Quarter (7)	Liquidation of Outstanding Project End Encumbrances (8)	Unexpended/Unencumbered Balance (9)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

*Note that failure to submit these reports within the timelines of the grant program could jeopardize receipt of final 10% grant payment.

Any budget adjustments or modifications must be shown on LSTA 8 page 2. If there are no changes to the current budget, page 2 need not be returned.

SAMPLE 2**California State Library****LIBRARY SERVICES AND TECHNOLOGY ACT**

LSTA Grant Award I.D.: _____

Date: _____

Fiscal Year: _____

Project Title: _____

Grantee: _____

Telephone: _____

Fiscal Agent: _____

Prepared by (Signature): _____

QUARTER:

1st - - Jul, Aug, Sep _____

2nd - - Oct, Nov, Dec ✓ _____

3rd - - Jan, Feb, Mar _____

4th - - Apr, May, Jun _____

Liquidation _____

Send THREE COPIES of this report (one with an original signature) to:

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Budget office – LSTA
P.O. Box 942837
Sacramento, CA 94237-0001

Approved Budget	QUARTERS				Total Expended/Encumbered
	1 st	2 nd	3 rd	4 th	
(1)	(2)	(3)	(4)	(5)	(6)
a. 47,000	9,825	10,790			20,615
b. 2,550	180	845			1,025
c. 13,000	2,190	3,979			6,169
d. -0-	-0-	-0-			-0-
e. 6,950	1,737	1,737			3,474
f. 69,500	13,932	17,351			31,283
a. Salaries and benefits			d. Equipment		
b. Materials			e. Indirect Costs		
c. Operating expenses			f. TOTAL		

Outstanding Encumbrances Close of 4th Quarter (7)	Liquidation of Outstanding Project End Encumbrances (8)	Unexpended/Unencumbered Balance (9)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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SAMPLE 3**California State Library****LIBRARY SERVICES AND TECHNOLOGY ACT**

LSTA Grant Award I.D.: _____

Date: _____

Fiscal Year: _____

Project Title: _____

Grantee: _____

Telephone: _____

Fiscal Agent: _____

Prepared by (Signature): _____

QUARTER:

1st - - Jul, Aug, Sep _____

2nd - - Oct, Nov, Dec _____

3rd - - Jan, Feb, Mar _____ ✓

4th - - Apr, May, Jun _____

Liquidation _____

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Budget office - LSTA
P.O. Box 942837
Sacramento, CA 94237-0001

Approved Budget	QUARTERS					Total Expended/ Encumbered
(1)	1 st (2)	2 nd (3)	3 rd (4)	4 th (5)	(6)	
a. 47,000	9,825	10,790	18,265		38,880	
b. 2,550	180	845	728		1,753	
c. 13,000	2,190	3,979	4,132		10,301	
d. -0-	-0-	-0-	-0-		-0-	
e. 6,950	1,737	1,737	1,737		5,211	
f. 69,500	13,932	17,351	24,862		56,145	
	a. Salaries and benefits	d. Equipment				
	b. Materials	e. Indirect Costs				
	c. Operating expenses	f. TOTAL				

Outstanding Encumbrances Close of 4th Quarter (7)	Liquidation of Outstanding Project End Encumbrances (8)	Unexpended/ Unencumbered Balance (9)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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SAMPLE 4**California State Library****LIBRARY SERVICES AND TECHNOLOGY ACT**

LSTA Grant Award I.D.: _____

Date: _____

Fiscal Year: _____

Project Title: _____

Grantee: _____

Telephone: _____

Fiscal Agent: _____

Prepared by (Signature): _____

QUARTER:

1st - - Jul, Aug, Sep _____

2nd - - Oct, Nov, Dec _____

3rd - - Jan, Feb, Mar _____

4th - - Apr, May, Jun ☒ _____

Liquidation _____

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Budget office - LSTA
P.O. Box 942837
Sacramento, CA 94237-0001

Approved Budget	QUARTERS					Total Expended/Encumbered
	1 st	2 nd	3 rd	4 th		
(1)	(2)	(3)	(4)	(5)	(6)	
a. 47,000	9,825	10,790	18,265	8,120	47,000	
b. 2,550	180	845	728	797	2,550	
c. 13,000	2,190	3,979	4,132	2,699	13,000	
d. -0-	-0-	-0-	-0-	-0-	-0-	
e. 6,950	1,737	1,737	1,737	1,739	6,950	
f. 69,500	13,932	17,351	24,862	13,355	69,500	
a.	Salaries and benefits		d.	Equipment		
b.	Materials		e.	Indirect Costs		
c.	Operating expenses		f.	TOTAL		

Outstanding Encumbrances Close of 4th Quarter	Liquidation of Outstanding Project End Encumbrances	Unexpended/Unencumbered Balance
(7)	(8)	(9)
2,150		
455		
1,922		
-0-		
-0-		
4,527		

*Note that failure to submit these reports within the timelines of the grant program could jeopardize receipt of final 10% grant payment.

Any budget adjustments or modifications must be shown on LSTA 8 page 2. If there are no changes to the current budget, page 2 need not be returned.

SAMPLE 5**California State Library****LIBRARY SERVICES AND TECHNOLOGY ACT**

LSTA Grant Award I.D.: _____

Date: _____

Fiscal Year: _____

Project Title: _____

Grantee: _____

Telephone: _____

Fiscal Agent: _____

Prepared by (Signature): _____

QUARTER:

1st - - Jul, Aug, Sep _____

2nd - - Oct, Nov, Dec _____

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4th - - Apr, May, Jun _____

Liquidation _____ ✓

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Budget office – LSTA
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Approved Budget	QUARTERS					Total Expended/Encumbered
	1 st	2 nd	3 rd	4 th		
(1)	(2)	(3)	(4)	(5)	(6)	
a. 47,000	9,825	10,790	18,265	8,120	47,000	
b. 2,550	180	845	728	797	2,550	
c. 13,000	2,190	3,979	4,132	2,699	13,000	
d. -0-	-0-	-0-	-0-	-0-	-0-	
e. 6,950	1,737	1,737	1,737	1,739	6,950	
f. 69,500	13,932	17,351	24,862	13,355	69,500	

- | | |
|--------------------------|-------------------|
| a. Salaries and benefits | d. Equipment |
| b. Materials | e. Indirect Costs |
| c. Operating expenses | f. TOTAL |

Outstanding Encumbrances Close of 4th Quarter	Liquidation of Outstanding Project End Encumbrances	Unexpended/Unencumbered Balance
(7)	(8)	(9)
2,150	2,150	
455	455	
1,922	1,922	
-0-	-0-	
-0-	-0-	
4,527	4,527	-0-

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